



Guernsey Mind Centre Introduction
Pack



Guernsey Mind LBG

The Lions Mind Centre
The Arsenal, St Peter Port
Guernsey, GY1 1UW
T: 01481 722959

E: nicky.lenoury@guernseymind.org.gg

Thank you for the interest you have shown in hiring the Lions Mind Centre for use of one or more of the rooms that we have to offer.

The Lions Mind Centre provides a modern and accessible base for a wide variety of voluntary self-support groups and community-based Health and Social Services Department (HSSD) services.

The attached documents comprise of the information pack and service contract. On signing the contract you are agreeing to all of our centre rules and acknowledging that you are aware of our fire safety procedure.

Yours sincerely

Guernsey Mind

Guernsey Mind aims to deliver a service that will promote positive mental health for the people of Guernsey. We campaign locally to improve services, raise awareness and encourage understanding.

The Lions Mind Centre

The Lions Mind Centre is the headquarters of the local charity, Guernsey Mind. Guernsey Mind's vision is of a society that has a positive attitude towards mental wellbeing and where the community embraces respect for all.

The Lions Mind Centre is a modern purpose built facility discreetly set back from Arsenal Road, adjacent to the gardens of Victoria Tower. Completed in 2008, the building comprises of a main function room, one smaller meeting room, a counselling room, a fully equipped communal kitchen and toilets. There are five car parking spaces flanking the building that are reserved for visitors of the Centre.

The Centre provides a central location for mental health service users and associated organisations to meet in welcoming surroundings. It is also a regular meeting place for other agencies and charitable organisations. The building is an ideal venue for seminars, presentations and counselling sessions.

The Mind Committee, which manages the Centre, wishes to make the Lions Mind Centre facilities available for anyone in Guernsey, who wishes to increase understanding about mental health and increase access to community-based mental health services.



The Lions Mind Centre Facilities

The main Meeting Room can accommodate 20 people or more.



The Lounge can accommodate up to 6 people.



The 1-2-1 Room is a 1 to 1 session room for more private meetings.



Guidelines

The Lions Mind Centre acts as a base for Guernsey Mind to provide a service to the community. It is predominantly but not exclusively, for those members of the community who are experiencing mental health problems. We are proud of our building and wish it to continue to be an enjoyable space to hold meetings and events. For this reason we wish to bring the following information to the attention of those who use the building.

- 1.** Any group who uses the building should have a nominated responsible person to run the group.
 - 2.** The nominated person should keep a record of any event and the time of arrival and departure. Also this person is required to make a note of the number of individuals attending the event. This is in case of a fire and for insurance purposes. We will also use this information to collect data on the use of the centre.
 - 3.** A book used to sign in and out of the centre shall be kept in the lobby by the front door at all times. This should be completed every time the centre is used.
 - 4.** The responsible individual needs to be aware of the fire safety procedure for the building. This is displayed in the lobby along with the signing in book and is also attached to this pack.
 - 5.** When leaving the centre, users must leave it in a clean and tidy condition. Use of the kitchen requires you to wash up, dry and put away everything that was used. All surfaces should be wiped clean, in every room that has been used, and tables and chairs returned to their original position.
 - 6.** Groups attending have to provide their own tea, coffee, milk etc.
 - 7.** The centre must have all fire doors shut and the front door locked upon exiting the building. The number for the key safe will be made available to access the front door key.
 - 8.** Any defects found within the building can be logged in the black book found in the lobby so that a member of staff can attend to them in a timely manner.
 - 9.** Groups attending should also leave the wheelchair access ramp and the designated disabled parking bay clear and available for wheelchair users.
 - 10.** Smoking is not permitted in the building and any smokers must smoke on the footpath opposite the gateway or in the Victoria Tower garden.
 - 11.** In case of emergency please contact the appropriate emergency service promptly without delay.
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12. Guernsey Mind's Insurance does not cover insurance for visitors. Clients that use the centre are responsible for any incidents that happen on the premises.



Fire Safety Procedure

Guernsey Mind is committed to maintaining a high standard of fire safety to protect its employees, visitors, and any other relevant people who are lawfully in its building or who may be affected by its activities. Guernsey Mind takes precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable.

Guernsey Mind Responsibilities

1. Provide, and maintain, places of work, and recreation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
2. Provide suitable and sufficient information and instruction on fire safety to Guernsey Mind staff and visitors.
3. Complete weekly tests on the fire alarm and emergency lighting systems to ensure that building occupants receive adequate and early warnings of any fire related event.
4. Ensure that suitable and sufficient means of escape are available and can be safely and effectively used at all times.
5. Ensure fire-fighting and fire detection equipment is suitable and sufficient.
6. Ensure maintenance is carried out and recorded as necessary.
7. Ensure suitable safety assistance is available (Fire Station opposite The Lions Centre).
8. Provide training to Guernsey Mind employees for the proper and effective use of fire extinguishers.

Visitor Responsibilities

1. Evacuate immediately when the fire alarm activates via the fire doors that are located in the front lobby and the rear exits adjacent to the toilets.
 2. Report to the assembly point – The Lions Centre Car Park, East Side.
 3. Ensure there is a responsible and competent person to take charge and follow the Fire Action Plan found in the lobby of the Lions Centre.
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T: 01481 722959
E: Nicky.lenoury@guernseymind.org.gg

Group Name:

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Room Required:

Main meeting Room Lounge

1-2-1 Room Centre

Date of First Session:

Time of Session – From / To

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Day of First Session:

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Weekly Basis Monthly Basis Other Regular Basis

Date of Last Session:

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Contact Number & Email:

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Printed Name of Nominated Responsible Person:

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Signature:

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For the use of a room within the Lions Mind Centre, Guernsey Mind charges £10.00 for half a day and £20.00 for a full day for the Charitable/Voluntary Sector. For non-charitable groups and businesses, we charge £25.00 for half a day and £50.00 for a full day.

Please confirm whether payment will be made monthly by standing order or cheque, based on the number of sessions a room has been hired for. If a room is only hired for one session then cash is accepted as a payment and a receipt will be provided. Fees are negotiable on a discretionary basis.

I hereby promise to pay Guernsey Mind the sum required per session for use of the Lions Centre and acknowledge that it is our responsibility to obtain insurance cover for any activities undertaken while we have use of the building.

By signing this contract I acknowledge the receipt of the Lions Mind Centre introduction pack, agree to adhere to the centre rules and to follow the fire safety procedure and are aware of my responsibility in ensuring the safety and security of the building and its occupants.

Cheque

Standing Order

Billing Address:

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Printed Name:

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Signature:

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We're Mind the mental health charity. We believe no-one should have to face a mental health problem alone.
